

8 March 2006

# INFORMATION PAPER

**SUBJECT:** CY 2006 Face-to-Face Annual Ethics Training

1. **Purpose.** To provide information regarding training for CY 2006 annual face-to-face ethics training.

2. **Facts.**

a. To accomplish mandatory annual face-to-face ethics training, the SJA office has prepared an ethics briefing appropriate for all DA employees. Face-to-face training is not optional; a substitute training environment can only be approved by the SJA. Training can be accomplished in one of three ways:

(1) **General Training Sessions.** General training sessions are held in the **Post Theater**. Except as noted, they are generally held on the first Tuesday or Thursday of each month. Sign-in is mandatory, and you must stay for the entire brief. General training sessions are available on the following dates:

Tuesday, 4 April, 1300	Thursday, 19 October, 0900
Thursday, 11 May, 0900	Tuesday, 7 November, 1300
Tuesday, 6 June, 1300	Wednesday, 29 November, 0900
Thursday, 6 July, 0900	Tuesday, 5 December, 1300
Tuesday, 1 August, 1300	Wednesday, 13 December, 0900
Thursday, 7 September, 0900	Thursday, 21 December, 0900
Tuesday, 3 October, 1300	Thursday, 28 December, 1300

(2) **Special Training Sessions.** Organizations and offices may request a special training session for their personnel at a time and place convenient for them. To arrange a special training session, send an E-mail to [ATJA@monroe.army.mil](mailto:ATJA@monroe.army.mil) or contact the Chief, Administrative Law Division, 788-2302.

(3) **Individual Training Sessions.** Because GOs and SESs may sometimes face unique ethical issues, individual face-to-face training for GOs, SESs, and their staff is recommended. To arrange an individual training session, send an E-mail to [ATJA@monroe.army.mil](mailto:ATJA@monroe.army.mil) or contact the Chief, Administrative Law Division, 788-2302.

b. In order to ensure accurate accounting of personnel trained for end-of-year reporting purposes, each reporting organization should designate a POC. The POC must provide a by-name roster of personnel within the organization to the OSJA NLT 3 April 2006 by E-mail to [ATJA@monroe.army.mil](mailto:ATJA@monroe.army.mil) or telephonically at 788-2302.

CPT Courie/ATJA/2302  
Approved by Curry, Don, COL, JA